

StarBoard Conference Room Instructions

- **To turn ON the StarBoard**, push “On” located at the top left of the white control panel (located near the StarBoard on the wall)
 - **To turn OFF the Starboard**, push “Off” located at the top left of the white control panel
 - **To choose a display input**, choose either MAC (recommended) at the top right to display the computer located in this room, or Laptop to display your own laptop (not recommended because you will lose certain StarBoard features)
 - **To adjust volume**, turn the black knob located on the white control panel
 - **To mute the StarBoard screen**, push “Video Mute” located at the bottom right of the white control panel
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- **To interact with the StarBoard**, you may use the keyboard and mouse found on the table, or you may use the StarBoard as a large touchscreen monitor.
 - **To use a flashdrive or play a DVD**, insert the flashdrive into the USB port or the DVD into the mini computer located under the table (near the keyboard and mouse).
 - **When you are finished**, please log off of the computer (DO NOT SHUTDOWN) and turn OFF the StarBoard.

For further assistance call ITG at x8031